

11 August 1997

MEMORANDUM FOR Directors and Office Chiefs, HQUSACE;
Commanders and Directors, Laboratories; and
Separate Field Operating Activities

SUBJECT: Recruitment and Selection Policy for GS-15 and Supervisory GS-14 Positions
at HQUSACE, Laboratories, and Separate Field Operating Activities

1. References:

a. CEHR-ZE memorandum dated 7 May 1997, subject: Recruitment and Selection Policy for GS-15 and Supervisory GS-14 Positions at HQUSACE, Laboratories, and Separate Field Operating Activities.

b. CEHR-ZE memorandum dated 18 July 1997, subject: Recruitment for GS-15 Positions--Supplemental Guidance.

2. Reference a. provided guidance on recruitment and selection for GS-15 and Supervisory GS-14 positions at HQUSACE, Separate FOA, and Labs, including designation of responsible officials at each stage of the process. Reference b. provided additional clarification on exceptions to using the corporate recruitment policy at the GS-15 level. Most notably, it limits the period of time for noncompetitive fill to 60 days, whereas reference a. permitted noncompetitive fill up to 120 days. Additionally, it provides for the Panel Chair to approve exceptions to the corporate recruitment policy up to six months.

3. Effective immediately, the guidance in reference b. is applicable to GS-15 and Supervisory GS-14 positions at HQUSACE, Separate FOA (including TAC and HNC), and Laboratories. We have revised the matrix to help determine responsible officials, and have listed where exceptions are permitted. This matrix

CEHR-ZE

SUBJECT: Recruitment and Selection Policy for GS- 1 5 and Supervisory GS- 1 4
Positions at HQUSACE, Laboratories, and Separate Field Operating Activities

supersedes the one included with reference a. Exceptions at the GS- 1 5 level will be approved by the CECS. Exceptions for Supervisory GS-14 positions can be approved by the individual designated to determine recruitment strategy.

4. The memoranda providing guidance on recruitment and selection for GS-15 and Supervisory GS-14 positions will be consolidated and published in an appropriate regulatory format within the next few weeks.

FOR THE COMMANDER:

/Signed/

Encl

OTIS WILLKMS
Colonel, Corps of Engineers
Chief of Staff

7 May 1997

MEMORANDUM FOR Directors and Office Chiefs, HQUSACE
Commanders and Directors, Laboratories and
Separate Field operating Activities

SUBJECT: Recruitment and Selection Policy for GS-15 and Supervisory GS-14 Positions
at HQUSACE, Laboratories, and Separate Field Operating Activities

1. The Chief's 28 March 1997 policy on recruitment and selection for GS-15 and supervisory GS-14 positions placed selection authority for GS-15 positions with the DCG and field supervisory GS-14 positions with the Division Commanders. In keeping with the spirit and intent of this policy, the following individuals will serve as selecting officials for all supervisory GS-14 positions at HQUSACE, Laboratories, and Separate Field Operating Activities, as shown below. This authority will not be delegated to subordinate levels.

Director of Research & Development, HQUSACE:	RD, Laboratories
Director of Military Programs, HQUSACE:	MP, CPW, HNC, TAC
Director of civil works, HQUSACE:	CW, WRC
Chief of Staff, HQUSACE	HECSA, All Other
Addressees	

2. The enclosed policy contains a matrix identifying responsible officials at each step of the process in filling these positions at HQUSACE, Laboratories, and Separate Field Operating Activities. This initiative to engender more senior level commitment and involvement in filling our GS-15 and supervisory GS-14 level positions will help us move towards a leadership team which fully reflects our corporate culture. Your full support and cooperation are needed.

FOR THE COMMANDER:

/signed/

Encl

ALBERT J. GENETTI, JR.
Major General, USA
Deputy Commander

RECRUITMENT AND SELECTION POLICY FOR ALL GS-15 AND SUPERVISORY GS-14 POSITIONS AT
HQUSACE, LABORATORIES, & SEPARATE FIELD OPERATING ACTIVITIES

A, recruitment strategy for filling each GS-15 and supervisory GS-14 position will be developed to maximize the opportunity to have a diverse candidate pool. A Chair will be designated and a selection panel convened for each GS-15 and supervisory GS-14 position. The appropriate Chair will approve in writing the screening criteria to be used by the selection panel; the Chair will also designate a minimum of three panel members; panel membership is specified in paragraph 3 below. The selection panel, will participate in making a recommendation to the selecting official.

The USACE Chief of Staff will Chair a selection panel for all GS-15 vacancies; the DCG will serve as selecting official. Selecting officials for supervisory GS-14 positions are designated below. These responsibilities may not be delegated to subordinates.

Director of R&D, HQUSACE	RD, Laborato3:,ies
Director of Military Programs, HQUSACE	MP,CPW,HNC,TAC
Director of Civil works, HQUSACE	CW,WRC
USACE Chief of Staff	HECSA, All Other Addressees

Fill actions for GS-15 and supervisory GS-14 level positions (including temporary promotion and/or details over, ^{60 days (per CECS MEMO 11 Aug 97)} ~~120~~ days) will be competitive using the following process. See matrix at enclosure for responsible officials. Exceptions must be approved by the CG/DCG:

1. Each responsible official with a vacant GS-15 or supervisory GS-14 position will determine what outreach efforts are required to maximize the potential to have well qualified minority and women candidates in the applicant pool. The responsible official will approve in writing the recruitment strategy and criteria selected. For positions covered by an Army Civilian Career Program, activities must assist applicants in getting registered in the appropriate central referral inventory. For CP18 positions, activities will forward the applications of non-Army status applicants to CEHR-C, in accordance with AR 690-950, Chapter 11. (This will require considerable "up front" planning to fill these vacancies.)

Enclosure

2. For GS-15 positions filled using merit promotion, the responsible official will serve on an ad hoc panel to develop the best qualified list. For supervisory GS-14 positions filled using merit promotion, the responsible official will designate an individual at the GS-14 or above level to serve on the ad hoc panel to develop the best qualified candidates.

3. Upon receipt of the referral list the organization with the vacancy will coordinate with the appropriate Chair to convene a selection panel to review the qualifications of the candidates. The panel will be comprised of knowledgeable individuals at or above the grade level of the vacancy and will include minimally the Chair, the supervisor of the position, and a GS-15 member for supervisory GS-14 positions, and an SES from HQUSACE for GS-15 positions. In instances where the Supervisor and the Chair are the same, the Chair should also include an appropriate panel member outside the office where the vacancy exists to ensure at least three panel members are involved. HR and EEO advisors should be available for assistance with the process. (Note, some career programs require Functional Chief involvement in key selections. AR requirements must be met.)

4. The selection panel will make a recommendation to the appropriate selecting official, who will make the final selection. The recommendation should include documentation on the criteria used by the panel, comparison of the candidates and the rationale for its recommendation.

5. The selecting official will notify the appropriate Chair of the selectee. The Chair will document that selection and return the referral list to the CPAC for further processing.

6. The organization with the vacancy is responsible for the administrative tasks associated with convening the panel, ensuring candidates are notified of the final selection, maintaining documentation on the selection, and for ensuring that the process includes the CPAC/CPOC representatives at each appropriate step. This policy does not supersede any Army requirement and care should be taken to meet those requirements.

**DESIGNATION OF RESPONSIBLE OFFICIALS FOR RECRUITMENT AND SELECTION OF
USACE GS-15 AND SUPERVISORY GS-14 POSITIONS**

Position	Determine Recruitment Strategy	Sit on Ad Hoc Panel (Merit Promotion)	Chair Selection Panel	Selecting Official
Supv GS-14 in HQUSACE CEMP	Division Chiefs	Division Chiefs Designate GS-14 or above	Division Chiefs	D/MP
Supv GS-14 in CPW,HNC TAC	Cdr/Director	Cdr/Director designate GS-14 or above	Commander/Director	D/MP
Supv GS-14 in HQUSACE CECW	Division Chiefs	Division Chiefs Designate GS-14 or above	Division Chiefs	D/CW
Supv GS-14 in WRC	Director	Director Designates GS-14 or above	Director	D/CW
Supv GS-14 in HQUSACE CERD	Assistant Director	Assistant Director Designates GS-14 or Above	Assistant Director	D/R&D
Supv GS-14 in Labs	Lab Chiefs	Lab Director Designates GS-14 or Above	Lab Chiefs	D/R&D
Supv GS-14 All Other HQ (incl HECSA)	Dir/Separate Office Chiefs	Dir/Sep Off Chief Designates GS-14 or Above	Dir/Separate Office Chiefs	CECS
Supv GS-14 Div/Dists	Division Cdr sets Policy	Division Cdr sets Policy	Division Cdr sets Policy	Division Cdr
GS-15* All HQ	D/CW,D/MP, D/RD; OTHER Dir/Sep Office Chf	D/CW,D/MP,D/RD; OTHER Dir/Sep Office Chf	Deputy Chief of Staff	DCG
GS-15 HNC, TAC,CPW, LABS,HECSA	Cdr/Director	Cdr/Director	Deputy Chief of Staff	DCG
GS-15 Div	Commander	Commander	Deputy Chief of Staff	DCG
GS-15 Dists	Commander	Commander	Division Cdr	DCG

*** EXCEPTIONS:**

- Activity Commanders and Directors can approve noncompetitive fill NTE 60 days.
- Panel Chairs can approve exceptions to the corporate recruitment process to fill positions NTE 6 months. Panel chairs ensure area of consideration is broad enough to provide reasonable competition. Panel chair finalizes selection. Anything over 6 months must use corporate selection process.
- EDP candidates may be given assignments consistent with their IDPs.
- Individuals may be placed in lieu of reduction in force.

NOTE: Chief of Staff has delegated responsibility to Chair Panels to the appropriate Deputy Chief of Staff, depending upon functional area of responsibility. (Memo dated 21 May 1998)

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